



SPECIAL EVENT PERMIT

Policy Number PARD-XX

Last Review Date: 05/2024

Effective Date: XX/XX/XXXX

[Review Date: 05/2027](#)

Purpose

A special event permit grants legal authority to allow individuals or organizations to host a special event or activity outside the normal scope of regular operations. The purpose of a special event permit is to ensure the special event meets outlined criteria including local regulations, and requirements, and does not pose a significant risk to public safety or public spaces.

Definitions

Special event means a temporary special event, gathering, or organized activity, including but not limited to parades, races, other moving special events, block parties, parking lot parties, concerts, carnivals, or festivals in City Council-approved zoning districts unless otherwise permitted that include one or more of the following:

- Closing or impacting a public street, sidewalk, or trail
- Blocking or restricting city-owned property
- Sale or distribution of merchandise, food, or beverages, including alcohol, associated with the special event
- Erection of a tent equal to or greater than four hundred (400) square feet in area
- Installation of a stage, band shell, trailer, van, portable building, grandstand, or bleachers
- Placement of portable toilets on city-owned property
- Placement of temporary no-parking signs in a public right-of-way
- Placement of pedestrian boundary markers on city-owned property
- Placement of additional waste containers
- Having an impact on public safety
- First Amendment special events and demonstrations
- Other City Council-approved special events for unforeseen purposes

Applicant means the person seeking to hold a special event who has filed a written application for a special event permit, including the applicant's employees, agents, affiliates, successors, and other persons controlled by the applicant.

Application Fee means a base fee established by the city ordinance for processing a special event permit application.

City means the City of Angleton.

Non-Profit Organization means organizations organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, or other specified purposes and that meet certain other requirements are tax exempt under Internal Revenue Code Section 501(c)(3).

Special Event Permit means a permit as specified and obtained pursuant to this policy.

Policy

1. Special Event Application Timelines

Except as provided below, a special event permit application must be completed and filed at least sixty (60) days before the intended special event date and not more than twelve (12) months in advance of the intended special event date.

Applications for permits filed less than the specified number of days before the special event may be considered for First Amendment demonstration, taking into consideration the nature and scope of the proposed special event, and the number and types of permits required to be issued in conjunction with the special event permit.

2. Application Review & Issuance of Permit

The city shall grant the permit if it determines that the special event will not jeopardize public safety, health, or welfare; unduly disrupt traffic patterns; and if the applicant has complied with this policy and all applicable laws and ordinances.

Multiday or reoccurring special events will require City Council approval.

The city may suggest and consult with the applicant on alternative times, routes, or other conditions of the special event.

The city may specify that the permit issued contains reasonable rules and conditions to ensure the overall safety of the participants, citizens, and property, and to ensure the orderly movement of traffic in and near the special event area or route.

The city may require a special event logistics meeting with the applicant prior to the approval decision for an open application based on the discretion of city officials regarding the issuance of a special event permit.

Upon proper application and determination by the city that the applicant has satisfied the applicable provisions of this policy, the city shall issue the permit to the applicant. The permit shall contain the following information but is not limited to:

- a. Applicant name and contact information;
- b. Special event name;
- c. Address of special event;
- d. Special event date(s);
- e. Special event time and duration;
- f. Description of the special event;
- g. Special event type;
- h. Special event impacts on public property;
- i. Proof of additional permits (if applicable);
- j. Information regarding parades (if applicable);
- k. Estimated number of persons, animals, and motor vehicles in the special event;
- l. Special event Site Plan including parade routes (if applicable);
- m. Clean-up and Litter Prevention Plan;
- n. Restroom and Sanitation Plan;
- o. Special event Traffic Control Plan including road closures (if applicable);
- p. List of food vendors and associated food permits (if applicable);
- q. Information regarding alcohol consumption or sales (if applicable);
- r. Special event signage details;
- s. Information regarding amusement rides (if applicable);
- t. Information regarding fireworks or pyrotechnics (if applicable); and
- u. Insurance requirements.

Prior to denial of a permit, the City shall consider alternatives provided by the applicant to the time, place, or manner of the special event that will allow the special event to occur without posing a threat to health or safety, or otherwise violating state or local law.

3. Application Fees and Payment

The current application fee is approved by City Council and can be found within the City's fee schedule.

The applicant shall pay all required fees with the Special Event Permit Application. Applicant shall also be required to pay all fees and costs required by other City ordinances, or policies, to conduct specific activities in conjunction with or as part of a special event.

Angleton-based educational non-profit organizations may be eligible for facility rental discounts when hosting special events that align with the City's community-focused objectives. To qualify, organizations must request the discount in advance within the special event application. Eligible applicants must provide proof of non-profit status and demonstrate that the event serves a clear educational purpose or provides community enrichment. Facility discounts are granted at the discretion of the City of Angleton and are subject to availability, ensuring that local resources are utilized to support events that benefit the public.

If the City determines that a special event may require the attention and involvement of City personnel or City facilities, additional fees may apply and the City shall notify the Applicant of additional requirements for approval of their application.

City officials can provide recommendations for a waiver or discount of fees. City Council reserves the right to waive or discount application and city service fees for special events that will provide substantial community benefit. Special Events seeking discounts must be scheduled for a City Council meeting.

- a) **Prior to issuance of a Special event Special event Permit:** Applicant and City shall agree upon the additional costs the City will incur as a result of the special event. An invoice will be provided to the applicant within 30 days of approval of a special event application and the applicant shall pay those costs in full to the City no less than thirty (30) days from the special event date.
- b) **Payment for Exceeding Pre-Special Event City Service Agreement:** Applicant shall agree in writing to pay any costs of services exceeding the pre-special event agreement that the City incurred as a result of the special event (e.g. additional services required or cleanup costs). After the special event, city departments will finalize the amount owed to the city covering labor, vehicle and equipment use, and any other costs incurred providing special event support. Notification of additional fees due to the city will be provided within 30 days of the post-special event. Post-special event fees are net thirty (30) from the date of the invoice. All questions about the invoice should be directed to the point of contact that is identified on the notification.

Failure to meet any required payments may result in revocation of the permit and/or denial of future special event special event permit applications.

4. Permit Revocation

A special event permit shall be revoked by the City Manager, or their designee, upon the following conditions:

- a) If city officials, or their designated representatives, find that any of the provisions of this article, city ordinance, or state law is being violated;

- b) If, in the judgment of the Police Chief or Fire Chief, a violation exists that requires immediate abatement, they shall have the authority to revoke a permit in the absence or unavailability of a city official; or
- c) The applicant made or permitted to be made, a false or misleading statement or omission of material fact on an application for a special event special event permit.
- d) The City will provide a minimum of 24-hour notice for the revocation of the Special Event Permit with the exceptions of violations that fall under item B of this section.

5. Appeal to Revocation or Denial

Decisions of city officials regarding the issuance of a special event permit or the imposition of costs, additional restrictions, or conditions upon the granting of a special event permit may be appealed to the City Council. Such appeal shall be in writing and be delivered to the City Manager within five (5) business days after the issuance of a decision by the City Manager or designee. When determining the appeal, the City Council shall consider the application under the standards provided in this policy and sustain or overrule the City Manager's decision. The decision of the City Council shall be issued by the next scheduled City Council meeting and shall be final.

6. Special Event Site Plan

A conceptual site plan of the premises to be used for the special event special event must be submitted at the time of the filing of an application. A final site plan, which shall be reviewed and is subject to approval by a city official, or designee, must be submitted a minimum of 30 days before the special event. The final site plan must be detailed and drawn to scale. It must show the location and anticipated use of all special event components including:

- Names of all streets
- Parade route (if applicable)
- Entrance and exit
- ADA components (e.g. parking, seating, restrooms, etc.)
- Location of:
 - First Aid facilities and ambulances
 - Stages
 - Speakers
 - Sound booth
 - Platforms
 - Canopies
 - Booths/vendors
 - Portable toilets
 - Food vendors/cooking areas

- Trash containers and dumpsters
- Generators
- Barriers
- Other temporary structures (light trees, etc.)

Non-substantial on-site adjustments to the conceptual or final site plan may be made in consultation with the city staff. The City reserves the right to conduct a walk-through to verify that the actual setup of the special event site meets with the approved final site plan shall be conducted before the special event.

IMPORTANT A minimum of twenty feet (20') is required for emergency vehicle/personnel access.

Maps and/or routes may not be advertised until the applicant has received a special event permit.

7. Clean-Up & Litter Prevention

The applicant is responsible for the proper disposal of waste and garbage through the term of the special event.

A \$1000.00 Clean-Up & Litter Prevention deposit is required. If the special event area and one mile radius of the special event area is returned to a clean condition immediately upon conclusion of the special event, the applicant is eligible to receive a refund for the deposit.

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The applicant must submit a special event cleanup plan. The plan must indicate:

- Sufficient staff to handle cleanup throughout the duration of the special event and after the special event.
- Sufficient equipment placed in effective locations (dumpsters, carts, trash receptacles, hot coal barrels, grease barrels, etc.).
- Sufficient plan to empty refuse containers throughout the special event so as to prevent special event overflow.
- Post special event Clean-Up
- Vendors must extinguish any coals before disposing of them in specified receptacles.
- Booths, stages, and other equipment must be removed immediately following the special event to facilitate cleanup.
- In the case of a street special event, streets will remain closed to allow adequate cleanup. Cleanup should be completed by the specified deadline provided within the issued permit.
- Litter and trash control should include the special event area and a one-block radius around the special event boundaries.

- Liquid waste disposal should be removed from special event site and disposed of properly. No liquid waste may be dumped in city gutters, ditches, or other drainage as a means of disposal.

A final Clean-up & Litter Prevention Plan, which shall be reviewed and is subject to approval by a city official, or designee, must be submitted a minimum of 30 days before the special event.

8. Restroom & Sanitation

The applicant is responsible for providing portable toilets with handwashing units and indicating their location on a site diagram. The number of toilets required will be based on the anticipated number of participants/guests with a minimum of four portable toilets (two unisex and two accessible). The table below outlines the standard portable toilet requirements. At least ten percent of the toilets are to be accessible, if not designated in the provided table.

The city may require additional portable toilets depending on the location of the units and/or the geographic footprint of the special event. Accessible toilets are to be placed on a level site (no more than a two percent slope) with an appropriate clear path of travel (a minimum of 36 inches wide) leading to the toilet entrance.

Number of Participants/ Guests	Minimum Toilet Requirement	Accessible Toilet Requirement	Handwashing Stations
Up to 500	4	2	2
501–800	6	2	2
801–1000	10	2	2
Over 1000	Consult with city staff		

9. Traffic Control and Parking Plan

A traffic control plan means any plan submitted by the applicant sets forth the regulations of traffic control devices used to facilitate vehicular and pedestrian traffic safely and efficiently through a temporary traffic control area associated with the special event. This plan should include a special event parking map that includes plans for the ingress and egress of special event attendees, special event workers, vendors, emergency response vehicles, and any other vehicular traffic related to special event operations.

Applicants shall describe in the site plan that parking and public transportation for the special event special event has been provided. If parking is planned to be on private property, written evidence that the applicant has a right of possession of the property through ownership, lease, license, or other property interest must be provided.

Traffic control and direction upon city rights-of-way shall be allowed only by a City of Angleton Police Officer, or other sworn Texas law enforcement officer that has been approved by the City.

Vehicular traffic control and direction by private citizens in the city rights-of-way is prohibited. Vehicular traffic control and direction by special event staff or volunteers may be conducted in parking areas outside of city rights-of-way.

A final Traffic Control and Parking Plan, which shall be reviewed and is subject to approval by a city official, or designee, must be submitted a minimum of 30 days before the special event.

10. Road Closures

All special events requiring road closures (moving special events such as parades, walks, runs, races, or marches as well as block parties, festivals, or other similar special events) will be reviewed to determine impacts on public safety, traffic patterns, and commerce. Requested closures found to cause unreasonable negative impacts on public safety, traffic patterns, or commerce will not be approved.

- **Moving Special Events**
 - To ensure the efficient movement of any moving special events, a staging area must be designed to allow participants, vehicles, parade units, or other components of the moving special event to enter the route in an orderly and efficient fashion.
 - If a moving special event is to be held in conjunction with a festival, the staging area must be separate from the festival site during periods of concurrent use.
- **Parade and Procession**
 - All parades will require additional permitting and must meet the requirements for Parades and Processions identified in the City of Angleton's Code of Ordinances.

11. Emergency Services & Security

When the presence of law enforcement officers is necessary for special events, the applicant shall be responsible for the cost of providing police personnel. Police protection and security must be provided by a licensed peace officer commissioned by the Angleton Police Department. The cost for police personnel provided by the Angleton Police Department shall be paid at the rate set by the Chief of Police.

When the presence of emergency medical service ("EMS") is necessary for a special event special event, the applicant shall be responsible for reimbursing Angleton Area Emergency Medical Corps (AAEMC) for the cost of providing personnel. The cost for EMS personnel provided shall be paid at the rate set by Angleton Area Emergency Medical Corps (AAEMC).

The objective standards used to determine the number of law enforcement officers and/or AAEMC and ambulances shall be as follows:

- General traffic conditions in the area requested, both vehicular and pedestrian
- Route to be taken if the special event is a parade or other moving special event
- Duration of the special event
- Whether all or any portion of a roadway will be closed
- The estimated number of people who will attend
- Uses adjacent to the special event, such as residential or commercial areas
- Time and date of the special event
- Alcoholic beverages available for consumption at the special event
- Wild or undomesticated animals at the special event
- Need for safety zones (balloon/helicopter launch or landing area, etc.)
- Any other safety or security risk in which city staff determine the immediate availability of Angleton Police or Angleton Area Emergency Medical Corps (AAEMC) personnel is needed during special event operations

A final Emergency Services & Security Plan, which shall be reviewed and is subject to approval by a city official, or designee, must be submitted a minimum of 30 days before the special event.

12. Noise & Amplified Sound

Amplified sound used in accordance with the special event special event shall comply with the amplified sound regulations of the Texas Local Government Code, the Texas Penal Code, and the City of Angleton Code of Ordinances.

When loudspeakers, or any other amplifying device, are to be used in conjunction with the special event, the location and orientation of these devices shall be indicated, along with the planned hours of use, on the site plan.

13. Food Service

Where food service is provided, said operation shall be in compliance with all provisions of the food and food establishment ordinances of the city, as well as all other applicable state and local laws.

14. Alcohol

If the special event includes the sale or consumption of alcohol in any form, the applicant shall, at the time of the submission of their application, include specific details with regard to the service of alcohol, including the type of alcohol, vendors, logistics, the process of service, Texas Alcoholic Beverage Commission ("TABC") certification and any other information deemed necessary by the city and/or as required by this chapter.

Any special event providing for alcohol sales or consumption shall have a valid permit or license to sell or serve alcoholic beverages issued by TABC, shall follow all TABC rules and regulations associated with the permit, and may be required to provide proof of Special Event Insurance. A certified bartender shall be used for the service of alcohol when required by law. It is the responsibility of the applicant to ensure that participants, spectators, and patrons do not carry alcoholic beverages into or out of the special event special event.

Applicant(s) will be required to pay an alcohol permit fee.

15. Signs & Postings

Signage used in accordance with the special event special event shall comply with the sign regulations of the City of Angleton under the provisions for signage found in the City of Angleton Code of Ordinances.

Special event signage and notices must be approved by city staff during the application period.

16. Rides & Attractions

Rides and/or attractions associated with special event shall conform with the statutory rules and regulations set forth in Chapter 21, Article 21.53 of the Texas Insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act, as amended. Copies of inspection reports will be required.

17. Fireworks & Pyrotechnics

Fireworks or Pyrotechnics used in accordance with the special event shall comply with the fireworks and explosive and fireworks discharge regulations of the City of Angleton under the provisions for Fireworks and explosives found in City of Angleton Code of Ordinances.

In the event the city determines, upon review of the application, that a special event may involve explosives, damage or destruction of property, or any activity that would pose an unreasonable risk to persons or property, the city may require a surety bond.

A surety bond shall be deposited with the city in the amount of \$100,000.00, at a minimum, conditioned that no damage will be done to city property, streets, sewers, infrastructure, or adjoining or nearby property.

The surety bond shall be returned to the permittee within ten days after said permit expires upon certification by the city that all of the conditions of this article have been satisfied.

Should actual costs for damage repair not exceed the amount of the bond, the remainder shall be reimbursed to the permittee by the city. In the event that actual costs exceed the amount of the bond, the permittee shall pay such additional sum to the city within ten days from the date of notification.

Nothing herein shall preclude the city from enforcing any legal or equitable remedy against the permittee in addition to the bond.

18. Insurance Requirements

Organizers must obtain and maintain at their own expense insurance policies for the below amounts of coverage as established by the city Director of Human Resources & Risk Management and as provided for in the permit application. Special event Insurance and a Waiver of Subrogation may be required.

Organizer must provide a Certificate of General Liability Insurance with the following limits:

- General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate
- Auto Liability for Any Auto and have a Combined Single Limit of at least \$1,000,000
- Workers' Compensation or Employer's Liability as required by the State of Texas with each accident \$1,000,000, or as required by Texas law

The City of Angleton must be named as an Additional Insured by Endorsement, which must be provided. Any other entities that might be impacted by this special event shall also be named as additional insured.

Applicant must provide the city with proof of the required insurance no less than ten (10) days before the first day of the special event. Such proof of policy must be in a form acceptable to the city's Director of Human Resources & Risk Management.

Applicant must notify the city within 30 days of any cancellation of the policies.

If a special event planner or vendor plans to serve/provide/sell alcohol, even the planner must make the policy Primary and Non-Contributory by endorsement, which must be provided to the city.

19. Indemnity Clause

The applicant shall indemnify and hold the City of Angleton, its officials, officers, employees and agents harmless from all costs, expenses (including reasonable attorney's fees) and damages to persons or property arising directly or indirectly as a result of the mass gathering. This provision is not intended to create a cause of action or liability for the benefit of third parties but is solely for the benefit of the applicant and the city.

20. Other Permits

The applicant is responsible for obtaining all needed permits required for the special event special event. The applicant is also responsible for ensuring that special event vendors/contractors obtain any necessary permits to lawfully conduct business. All required permits must be submitted to the city a minimum of 30 days prior to the special event.

Procedures

1. The applicant will submit a special event application online including the required information and document submission a minimum of sixty (60) days before the intended special event date and not more than twelve (12) months in advance of the intended special event date.
 - a. For multiday events, city staff will submit an agenda summary with information provided by the applicant to be discussed at a City Council meeting prior to the thirty (30) day deadline for all special event requirements.
2. Development Services will review the application for completeness and Laserfiche will engage applicable departments for completeness (e.g. Police Department – Traffic Control Plan, etc.).
3. Incomplete applications will be denied. Complete applications will be scheduled for a special event logistics meeting with city staff.
 - a. Applicants can submit an appeal in writing and be delivered to the City Manager within five (5) business days after the issuance of a decision by the City Manager or designee.
 - b. The City Manager or designee will submit an agenda summary with information regarding the denial of the special event permit to be discussed at a City Council meeting prior to the thirty (30) day deadline for all special event requirements if the decision is overruled.
 - c. The decision of the City Council shall be issued by the next scheduled City Council meeting and shall be final.
4. All required information, deposits, permit fees, insurance, and other required items

must be delivered to Development Services no less than thirty (30) days prior to the special event.

5. Notification of additional fees due to the city will be provided within thirty (30) days of the post-special event. Post-special event fees are net thirty (30) from the date of the invoice.

Reference

SPECIAL EVENT SPECIAL EVENT PERMIT CHECKLIST

SPECIAL EVENT SPECIAL EVENT PERMIT CONTRACT

https://library.municode.com/tx/angleton/codes/code_of_ordinances?nodeId=PTIICOOR_CH25TRMOVE_ARTVIPAPR

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SPECIAL EVENT SPECIAL EVENT PERMIT CHECKLIST

<input type="checkbox"/>	Special Event Permit application a minimum of 60 days prior to the special event special event.
<input type="checkbox"/>	Proof of non-profit status (if applicable).
<input type="checkbox"/>	Special Event Site Plan.
<input type="checkbox"/>	Clean-up & Litter Prevention Plan
<input type="checkbox"/>	Coordination for portable toilets, trashcans, and dumpsters for Restroom & Sanitation requirements
<input type="checkbox"/>	Traffic Control Plan.
<input type="checkbox"/>	Emergency Services & Security Plan has been approved by Angleton PD, Angleton Area Emergency Medical Corps (AAEMC), Angleton Emergency Management and an EAP has been developed.
<input type="checkbox"/>	Amplified sound meets regulations found in City of Angleton Code of Ordinances.
<input type="checkbox"/>	(If applicable) Food vendors have pulled permits related to regulations found in the City of Angleton Code of Ordinances.
<input type="checkbox"/>	(If applicable) An alcohol permit and license to sell or serve alcoholic beverages issued by TABC has been obtained.
<input type="checkbox"/>	(If applicable) Special event signage and notices have been approved by city staff.
<input type="checkbox"/>	(If applicable) Rides and/or attractions conform with the statutory rules and regulations outlined in Chapter 21, Article 21.53 of the Texas Insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act and copies of inspection reports have been provided.
<input type="checkbox"/>	(If applicable) Fireworks and pyrotechnics meet regulations found in the City of Angleton Code of Ordinances.
<input type="checkbox"/>	Applicable for special event special events that have fireworks and/or pyrotechnics, a surety bond has been deposited with the city in the amount of \$100,000.00, at a minimum.
<input type="checkbox"/>	Appropriate insurance policies have been obtained based on the Director of Human Resources & Risk Management assessment.
<input type="checkbox"/>	All required permits have been submitted to the city a minimum of 30 days prior to the special event special event.